

UG/PG PU- ODD Semester Online Examinations JAN/FEB 2022
Instructions for Students of GGSDS College, Chandigarh
(FOR REGULAR STUDENT OF THE COLLEGE)

In addition to the instructions given by Panjab university along with the admit card/roll no, students of GGSDS College, Chandigarh are required to go through the following important instructions:

Instructions:

All students are advised to keep accessing the notice board/datesheets at the Panjab University, Chandigarh and GGSDS COLLEGE, CHANDIGARH website for important announcements & updates.

A. Downloading of question paper

Downloading the question paper is student's responsibility as the same will not be forwarded to them by the college. The question papers will be available on PU website.

B. Pattern of attempting the Question paper: Students should follow the instructions mentioned on the question paper i.e. Number of questions to be attempted, time duration, marks etc.

C. Download Sample Answer sheet From PU Website

D. Uploading/ Submission of Answer Sheets

1. Scan all your answer sheets in serial order. (DO NOT ATTACH YOUR ADMIT CARD)
2. Create a **Single PDF file (answer sheet only without admit card)** Upload/ submit single PDF file through Google Form by clicking on the link <http://ggdsd.ac.in/upload-answer-sheet/>. Only single submission is allowed.
3. **After the completion of the Exam, it is mandatory to email your Answer sheet PDF file to your own email id for future references. College/PU will ask for the same at any point of time during the evaluation.**
4. Do Not Write Your Roll No, Name, Signature or Any Other Identifiable Information on Your Answer Sheet Except on First Page
5. **For Submission of sheets, all students MUST use their student email-ID (____@ggdsd.ac.in) already issued to them by the college.** Login the Google form using student email ID only. In case student email ID is not working then whatsapp/SMS your college roll number with request to reset the email-ID at 8837570975 as early as possible.
6. Check your file before uploading on the portal. It's the sole responsibility of the students to upload correct pdf answer sheet. **NO REQUEST TO CHANGE OR CORRECT THE UPLOAD FILE WILL BE ENTERTAINED AFTER MAXIMUM STIPULATED EXAM TIME.**
7. **The maximum file size of your pdf file should be less than 10 MB. If your file size is more, please reduce the size then upload.**
8. **Uploading time for the answer sheet is 60 minutes**
9. **Follow the timetable given below:**

| Q. Paper available at on PU Website | Paper starts at | Paper ends at | Uploading time till On College Portal |
|-------------------------------------|-----------------|---------------|---------------------------------------|
| 09:10 AM | 09:30 AM | 12:30 PM | 01:30 PM |
| 01:10 AM | 01:30 AM | 04:30 PM | 05:30 PM |

10. Do not upload your answer sheet on any other platform apart from the GGSDS College Portal.
11. Private / Re-appear students must follow the answer sheet submission instructions available at PU website. Do not upload the Private/Re-appear answer sheets on College website/portal.

COE

Principal
GGSDS College, CHD

Helpline/Whatsapp numbers for inquiries related to uploading of answer sheets

7009445159, 8837570975, 7009792463

TIMINGS -9:30 AM TO 1:30 PM (M) & 1:30 PM TO 5:30PM (E)